

## SECRETARIAL/CLERICAL MANAGEMENT ADVISORY GROUP

## QUARTERLY STATUS REPORT

(January - March 1978)

DD/A Registry

DD/A Registry

File *OTM (1-9)*

PROJECT	STATUS	DEADLINE
1. Draft the Group's Charter	Charter finalized, distributed to Agency management and other advisory and working groups.	Project completed.
2. Draft an Employee Bulletin on the formation of the new MAG.	Finalized and forwarded to DDA for printing.	Project completed.
3. Search for and compile a compendium of past Agency studies and surveys pertaining to secretarial/ clerical personnel.	Phase I - The actual search for these studies and surveys is well underway.	14 April 1978. (Phase I)
4. Meet with other Agency advisory and working groups to establish a good working relationship and to identify projects they may be working on concerning secretaries and clericals.	Memo distributed to the Chairmen of these groups. Of the 11 meetings to be held, five have been scheduled.	June 1978.
5. Publicize new MAG.	Publicity Officer is drafting articles for the Director's Notes and for inclusion in the various other Agency newsletters. Articles also being drafted for Agency bulletin boards.	On going.

11 March 1978

STATINTL

MEMORANDUM FOR Director of Central Intelligence  
Deputy Director of Central Intelligence

FROM [REDACTED] Chairman  
Secretarial/Clerical Management Advisory Group

SUBJECT Secretarial/Clerical Management Advisory Group  
Status Report, January - March 1978

1. The Secretarial/Clerical Management Advisory Group will be reporting its activities and accomplishments to you on a quarterly basis. The first report is attached.

2. In our first three months we focused mainly on organizational matters--charter, employee bulletin and publicity. Our first projects, listed in the attached report, have several aims:

- + Identify secretarial/clerical problem areas surfaced in past Agency studies and surveys;
- + Coordinate with other advisory groups projects on secretarial/clerical matters;
- + Take a fresh look at identified secretarial/clerical concerns.

By these steps we hope to avoid going over ground that has been plowed before. We feel that sound recommendations have previously been made on many of the problems facing us today, but have been filed away in someone's safe without action.

3. We invite you to task us as you see necessary. We look upon the creation of our Advisory Group as a promising way of meeting the concerns of the secretarial/clerical force within the Agency.

STATINTL

[REDACTED]  
Chairman  
Secretarial/Clerical Management Advisory Group

Attachment.  
As stated

EV

Approved For Release 2001/08/02 : CIA-RDP81-00142R000300040006-2

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Executive Registry
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DDA/78-1391

1 March 1978

MEMORANDUM FOR: Director of Central Intelligence  
THROUGH : Deputy Director of Central Intelligence  
FROM : [REDACTED] Deputy Executive Secretary  
SUBJECT : Secretarial/Clerical Management Advisory Group Charter

STATINTL

1. Action Requested: That you approve the attached draft charter for the new Secretarial/Clerical Management Advisory Group.

2. Background: In December 1977 the Acting Deputy Director and Director approved of establishing this new management advisory group in response to a suggestion to the Director during his meeting with a representative group of Agency secretaries and clericals.

STATINTL

Attachment

APPROVED/~~DISAPPROVED~~:

STATINTL

Frank C. Capucci  
Deputy Director of Central Intelligence

2 MAR 1978

Date

STATINTL

APPROVED/~~DISAPPROVED~~:

STANSFIELD TURNER  
Director of Central Intelligence

6 MAR 1978

Date

## SECRETARIAL/CLERICAL MANAGEMENT ADVISORY GROUP

### CHARTER

#### I. MISSION

The Secretarial/Clerical Management Advisory Group was established in December 1977 by authority of the Director of Central Intelligence. The mission of this group is to provide an additional vehicle for advice and assistance to the Director, the Deputy Director, and other senior Agency management on secretarial/clerical issues.

#### II. FUNCTIONS

- a. Identify issues relevant to secretarial/clerical personnel.
- b. Address valid problems and issues and recommend corrective actions.
- c. Promote activities to increase the awareness of Agency management concerning secretarial/clerical issues.
- d. Prepare Quarterly Reports on the Group's activities and accomplishments for the Director, the Deputy Director and other senior Agency management.
- e. Solicit the views and suggestions of Agency secretarial/clerical personnel and act on these suggestions.
- f. Will not address specific personal employee grievances since there are grievance channels already available.

### III. OPERATING PROCEDURES

In carrying out its mission, the Group will:

- a. Establish a good working relationship with other Agency advisory and working groups.
- b. Insure that Agency management and secretarial/clerical personnel are aware of the Secretarial/Clerical Management Advisory Group, its mission, responsibilities and activities.
- c. Encourage active contribution and participation of Agency secretarial/clerical personnel toward meeting the goals of the Group.

### IV. COMPOSITION AND ORGANIZATION

- a. The Group will consist of three representatives from each of the Directorates and three representatives from the "E" Career Service.
- b. Two of the representatives from each directorate will serve 9-month tours and one representative will serve a 12-month tour. Tour of membership will be determined by the nominating directorate. The staggering of directorate representatives will maintain continuity of Group activities.
- c. Members will be chosen from the secretarial/clerical ranks in grades GS-06 and above.
- d. Members must have at least two years Agency experience and a genuine interest in issues affecting secretarial/clerical employees and in making a substantial contribution to the Group.
- e. The Group will elect a Chairman, Co-Chairman, secretary and publicity officer from the current membership with tour of officers to be determined by same.

V. RULES AND PROCEDURES

a. The Group will meet on an ad-hoc basis upon the call of the Chairman or at the request of any of the members, initially one or two meetings per month.

b. The Chairman will develop and distribute the agendas for Group meetings. Any member of the Group may ask that an item be placed on the agenda for consideration by the Group.

c. The Chairman will prepare for the Group's approval Quarterly Reports on Group activities for the Director, the Deputy Director and other senior Agency management.

d. Decisions of the Group will be reached by majority rule.

e. The Charter may be amended by the Group membership upon call, subject to the approval of the Director and Deputy Director, as appropriate.

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<b>OFFICIAL ROUTING SLIP</b>			
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3	ADDA	4/4	[Signature]
4			
5	DDA		[Signature]
6	CMO		[Signature]
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	APPROVAL	DISPATCH	RECOMMENDATION
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